



Dr. NSAM
FIRST GRADE COLLEGE

Dr. N.S.A.M. FIRST GRADE COLLEGE

GOVERNANCE AND PARTICIPATIVE MANAGEMENT
GUIDELINES DOCUMENT

Dr. N.S.A.M. FIRST GRADE COLLEGE

Krishnarajapura Village, Shivakote Post, Bengaluru – 560 089

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GUIDELINES DOCUMENT

A. THE INSTITUTION:

Dr.N.S.A.M First Grade College is a unit under the umbrella of the Nitte Education Trust(R), Bangalore, pioneers in the field of education for the last 40 years. The Nitte Education Trust established in 1979 has over 42 years of experience in the field of providing quality education. It manages 40+ institutions: in 3 campuses at Mangalore, Bangalore and Nitte (Karkala Taluk).

Dr. N.S.A.M. First Grade College was established in the year 1999 by the **Nitte Education Trust** with a goal of providing quality education to the youth so that they would contribute to the progress of the country. Earlier it was affiliated to Bangalore University and was then located at Govindapura, Gollahalli, Yelahanka. After the trifurcation of Bangalore University, the college is currently affiliated to Bengaluru Central University. In the year 2019, the college has shifted to a brand new campus at Krishnarajapura Village, Near Singanayakanahalli RTO Office, Shivakote Post, Hesaraghatta Hobli, Bangalore, 560 089.

B. THE VISION OF THE INSTITUTION:

To establish excellence in academic standards and to make learners employable and responsible citizens who could contribute to the progress of the nation and the world.

C. THE MISSION OF THE INSTITUTION:

To develop the institution as a centre of excellence, imparting quality education that generates competent and skilled human resources who can contribute to the economic progress of the nation with a social conscience and high ethical standards.

D. THE ROADMAP TO EFFECTIVE GOVERNANCE

This document has been developed to ensure effective Governance of Dr. N.S.A.M. First Grade College. The document records the structure and practices for governance, to enable all stakeholders and lead to overall development of the institution. The goal of good governance is to improve the quality of education and enhance the employability of graduates. Additionally, the focus is also on infrastructural development, faculty and staff development, research and industry-institute connect.

Participative management is a tool to enhance good governance. Dr. N.S.A.M. First Grade College encourages stakeholders to involve in the planning, decision making process and also in the implementation of the solutions. Thus, enabling the stakeholders to be a part of the development of the institution. It is hoped that such a process would build a sense of pride and ownership that would motivate the students, Faculty and all the employees to enhance productivity and also simultaneously achieve their own goals.

E. THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE:

The organogram represents the structure of the organization.

E.1. Governing Council:

At the helm is the Governing Council, which has been constituted as per the norms of University Grant Commission. The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional Vision and Mission is achieved.

Governing council continuously offers guidance enhance the quality benchmarks. It also has the responsibility of considering and approving the institution's strategic plan, identify the financial and human resource strategies necessary to achieve the institutional objectives. The Governing Council oversees the deployment of the strategic vision institution and provides feedback for enhancing the quality initiatives.

Some of the responsibilities that the GC executes are:

- Approval of long term Institutional Strategic Plan presented by HoI, which is based on the vision and mission of the institution. This acts as the bench mark for all activities undertaken by the institution.
- Monitoring institutional performance and quality assurance arrangements
- Ensuring the financial soundness of the institution and safeguarding its assets
- Approving the financial strategy while maintaining financial stability
- Approving annual operating plans and budgets which should reflect the institution's strategic plan
- Ensuring that there exists a clear and well-established audit procedure of all the financial aspects of the institution.
- Overseeing that the policies and procedures are consistently applied, and there is compliance with relevant rules and regulations

The constitution of the GC:

The Chairman of Nitte Education Trust (NET) is the Chairman of the Governing Council of Dr.N.S.A.M First Grade College, Bangalore. The members are outlined in the table below:

Sl. No.	Details of Membership	Number
1.	Chairman- President of Nitte Education Trust	1
2.	Representatives from the Trust	2
3.	Administrator of Bangalore Campus	1
4.	University Nominee	1 or 2
5.	External Members	1 or 2
6.	Faculty Representatives	2
7.	Principal of the College (Member Secretary)	1

The Governing Council can also co-opt member or have special invitee based on the specific requirements and needs.

Procedures followed:

The Governing Council meetings shall be conducted at least twice in an academic year. The following process is followed for the conduct of Governing Council meeting.

- In consultation with the Chairman of Governing Council the date, time, venue and agenda for the Governing Council meeting is fixed by the Principal of the institution who is also the Member Secretary of the Governing Council.
- The meeting notice to attend the meeting along with agenda for the meeting is sent to all members and invitees by the Member Secretary of the Governing Council at least two weeks earlier to the date of the meeting.
- The Agenda is sent to all members by the Member Secretary of the Governing Council so as to reach earlier to the meeting.
- On the day of meeting the items in the agenda are discussed. All relevant documents are made available to all members by the Member Secretary of the Governing Council. Any other matter worth discussing may also be included by the permission of the Chairman at the time of the meeting by any of the member.
- The proceedings are prepared by Member Secretary of the Governing Council is circulated to all the members and the minutes of the meeting is finalized.
- The Member Secretary of the Governing Council preserves the minutes of the meeting
- Governing Council conducts itself in accordance with rules as per the document "Constitution and Rules, Nitte Education Trust, Mangalore, 1979"

E.2. Administrator:

The Administrator represents the Management and oversees the strategic functioning of the College. The Principal works under the broad guidelines laid down by the Administrator. Policy decisions required to be taken by the Governing Council for the College are facilitated by the Administrator. The Administrator works closely with the Principal and Faculty of the College.

He provides guidelines and offers support when necessary for the fulfilment of the vision and mission of the Institution.

E.3. Principal:

The principal who is the member secretary of the governing body takes steps for implementations of the Governing Council decisions, through the HODs and members of several committees.

The Head of the Institution is accountable to the governing body, which reviews the functioning and growth of the institution in relation to the authority delegated to him/her having regard to these that are conferred directly by the instruments of governance.

The Head of the institution has the following responsibilities:

- Policy planning and providing academic and administrative leadership
- Academic and administrative management of the institution
- Monitoring and Evaluation of academic and research activities
- Promotion of industry-institution interaction and R&D activities
- Managing the Internal Quality of the Institution
- Teaching –learning and Evaluation Process
- Monitoring the Student and stakeholders' satisfaction

A detailed note on the role and responsibilities of the Principal has been documented separately

E.4. IQAC:

The Internal Quality Assurance Cell (IQAC) is the administrative body that is responsible for all quality matters. IQAC at Dr.N.S.A.M First Grade College has been set up according to the guidelines provided by NAAC

The composition of the IQAC in the college:

1. Chairperson: Head of the Institution
2. Four senior faculty

3. One member from the Management
4. One parent member
5. One student member
6. One member from the Industry
7. One senior faculty - Coordinator of the IQAC

The primary responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in the college. Internal Quality Assurance Cell (IQAC) is responsible for overseeing the activities of various departments to review and improve the quality of teaching and learning processes.

Before the commencement of the academic year, IQAC directs all departments, clubs, committees and cells to plan and submit the respective annual plans. These are based on:

- The specific requirements identified for the specific academic year,
- The feedback received from stakeholders- students, parents, Faculty, alumni and industry experts, and
- The annual reviews of previous strategic perspective plans drafted by the IQAC.

The IQAC, collates information received from the above plans and compiles an Annual Strategic Plan for the Institution.

IQAC then oversees the deployment of these plans across the academic year by holding meetings on a regular basis.

IQAC also monitors and audits the quality of the academic processes in the college. This includes the monitoring writing and execution of the curriculum plans, teaching methodologies, the conduction of CIE, scheduling of examinations- internal and University level and the like. This academic audit done by the IQAC is an evaluation of the teaching learning process which provides feedback/suggestions for enhancing quality.

E.5.Academic Section

E. 5.i. HEAD OF DEPARTMENTS:

The Heads of the Departments are in charge of overall Academic and administrative management of the department. They work in close connect with the Principal and the Faculty ensure that there is a free flow of communication, so that the benchmarks set up the institutions are adhered to. Additionally HOD's are also responsible for:

- Providing leadership in their respective department in the Teaching- learning process,
- Policy planning, monitoring and evaluation both at departmental and institutional level,
- Participating in curriculum development and developing resource materials,
- Designing and development of new programmes,
- Innovation in teaching methodologies,
- Supporting and facilitating beyond academic activities- extra and cocurricular,
- Enabling interaction with industry and society,
- Monitoring and supporting timely students' counseling,
- Addressing the grievances student community as per the processes outlined,
- Student mentoring and coaching younger faculty in their departments,
- Ensuring Student and stakeholders' satisfaction,
- Getting feedback from the stakeholders and taking corrective follow up actions, and
- Supervision and implementation of Support services available.

E. 5.ii. FACULTY:

The role of faculty is central to any institute of higher education. Faculty are responsible for:

- Teaching of core/ elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the University,
- Conducting laboratory courses, tutorials, remedial sessions and seminars of the programmes assigned to him/her in an effective manner,
- Making the teaching more effective and interesting to the students by the use of multi-media teaching aids,

- Introducing project based / experimental / activity based learning,
- Ensuring that the teaching learning shall be learner centered ensuring learning outcome of different courses,
- Planning and preparing curriculum plans and executing the same,
- Conducting tests, formative assessments so as to objectively assess students learning,
- Facilitating examination, evaluation and grading,
- Setting up appropriate question papers with specific learning outcomes,
- Evaluating the answer scripts of at the college and University levels,
- Conducting and invigilating any exam/test,
- Providing timely and objective feedback to students,
- Coordinating activities through clubs/cells and committees and serving as coordinators,
- Offering coaching and mentoring support to students, and
- Providing feedback about the academic processes and participating in the decisions connected to quality benchmarks.

Additional details are provided in the SOP on teaching learning processes.

E. 5.iii. COORDINATORS OF CLUB'S/CELLS AND COMMITTEES:

The various committees /cells and clubs that are established to provide 'beyond academics' experiences to student communities. Clubs and committees provide opportunities for the students and faculty to interact beyond the classrooms while engaging in activities of mutual interest. These interactions would build a harmonious relationship based on mutual respect among themselves and their professors. They are also designed to involve students and them accustomed to participating in social activities. Some of the cells like Grievance Redressal Cell, Prevention of Sexual Harassment Cell and Counselling Cell aim at providing spaces to address student concerns, offer support and assurances.

Faculty volunteer to take up the role of coordinators of the Clubs/Committees/Cells based on their interest and skills. They interact with students and support them to channelize ideas into actions in the form of activities and events.

The process:

Before the commencement of the academic year, IQAC directs all departments, clubs, committees and cells to plan and submit the respective annual plans. The planning begins with brainstorming of student ideas and stakeholder suggestions. The annual plans(with budgets) are the based on:

- The specific requirements identified for the specific academic year,
- The feedback received from stakeholders- students, parents, Faculty, alumni and industry experts, and
- The annual reviews of previous strategic perspective plans drafted by the IQAC.

Faculty coordinators and student members together roll out and organize the events planned. The functioning of the clubs is based on respective SOP's of the committees. The specific role of the faculty coordinator of the respective club is outlined in the SOP's.

E. 5.iv. OTHER FUNCTIONAL BODIES:

The other functional bodies like the Examination & Evaluation Committee, Admission & Placement Cell, Research & Development Cell and Physical Education Department also take part in the governance of the college. Standard Operating Procedures are developed in several areas to enhance the efficiency.

E.6. Administration Section:

The entire administration wing reports to the Principal, while the Principal also takes their suggestion and feedback to strengthen the functioning of the institution. Assisting in the smooth functioning of the college are the Office administration and finance sections.

E.6. i. OFFICE SUPERINTENDENT:

The Office Superintendent(OS) is in-charge of the College office and is responsible for the smooth conduct and working, for the allotment of work to the subordinates who shall be directly responsible to him/her with the prior approval of the Principal. The OS will work in closely with the Principal, Finance Superintendent, faculty, students and all other employees of the institution.

The OS has the following responsibilities:

- To convene regular meetings of the office staff, support staff and housekeeping staff and allot duties.
- To determine the time frame for the execution of each task and supervise the overall working as per the prescribed norms if any.
- To issue memos and reprimands of erring employees in consultation with the Principal.
- To inspect the attendance register of the non-teaching staff and take such action as he may deem fit by recommending to the Principal to take disciplinary action
- To maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Principal to Government authorities as per requirements.
- To solve concerns of students, faculty and other employees when it is connected with administrative issues.
- To respect the confidential nature of work that may be undertaken by the office section.
- To maintain of the documents related to all administrative aspects like admission, attendance registers and also University related documents.
- To attend court cases concerning the College after obtaining orders/instructions from the Principal wherever necessary.
- To receive, check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- To maintain records of all incoming and outgoing documents.
- To point out errors of any kind, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- To be responsible of examination work pertaining to the Degree College under the overall supervision of the Principal and will also work in close contact with the Examination committee.
- To execute work assigned to the Superintendent by the Principal or Registrar from time to time.

E.6. ii. FINANCE SUPERINTENDENT:

The Finance Superintendent (FS) is responsible for the maintenance of accounts- inflow and out flow- and all documents connected to it. The FS will work in closely with the Principal and OS, Faculty, students and all other employees of the institution.

The FS has following responsibilities:

- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
- Preparing and maintaining important financial reports.
- Being involved in the entire processes of procuring and purchasing of resources required. In this context strictly following the protocols outlined in the procurement SOP
- Preparing salary statements and ensuring disbursing of it on time.
- Preparing tax returns and ensuring that taxes are paid properly and on time.
- Maintaining documents and submitting the same for internal and external audits.
- Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently.
- Offering guidance and suggestion to the Principal and other stake holders on cost reduction, revenue enhancement, and profit maximization.

For NITTE EDUCATION TRUST

Yohit

ADMINISTRATOR